

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
October 20, 2014

Call to Order.

The Allenstown Select Board Meeting for October 20, 2014 was called to order by The Chair at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Kate Walker.

Others Present.

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Planning Board; Chad Pelissier, Planning Board and Dave Eaton, Budget Committee.

Allenstown Staff: Shaun Mulholland, Town Administrator; Ron Pelissier, Road Agent; Diane Demers, Finance Director, Paul Paquette, APD; Joyce Welch, Health Officer; and Dana Pendergast, AFD.

Citizens Comments:

N/A

Public Hearing-Proposed Social Media Policy

The Chair asked if there were any questions by the Select Board. There were no questions.

The Chair opened the public hearing to the audience. Mr. Mulholland explained the Social Media Policy is in regards to the use of social media such as Facebook and Twitter.

Mr. Anderson asked if this is an employee policy on the use of social media. Mr. Mulholland stated it is also for anyone else makes entries to the town's social media sites.

Mr. Mulholland stated they are looking to put a Facebook and Twitter feeds on the town website so they can update the residents on things going on in the community and news for the town.

Mr. Anderson asked if they would get this with the town subscription. Mr. Mulholland stated the social media would not send updates through the town subscription but if they like the Facebook or Twitter pages, they will get updates.

Review and approve 4 year contract with Avatar Assessing

The Chair asked what they had for the last contract with Avatar. Mr. Mulholland stated they had a two year contract to help them get through the re-evaluation period. He stated the idea is to go until after the last evaluation and then if they want to switch to do it then.

The Chair asked if Mrs. Severance had any questions or concerns with Avatar. Mr. Mulholland stated Mrs. Severance is very happy with it.

Motion. Mr. Gryval made a motion to accept the four year contract with Avatar. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes and Mr. Gryval –Yes. The Chair declared the Motion passed.

2015 Budget Presentation-Ambulance

Mr. Gamache stated the 2015 budget reflects the essential budget is needed to operate the service. He stated much of the durable medical equipment is in need of replacement and a lot of it needs to be replaced in the near future.

Mr. Gamache stated the operational budget for 2015 is \$611,614 with a \$20,317 increase over 2014 which represents a 3.4% increase. He stated over half of the increase is absorbed through revenues from billing. He stated the revenues from billing remain conservative because they don't have adequate data because they recently changed billing agencies. He stated next year they will have a year and a half to use comparative numbers. He stated they are projecting \$130,000 from billing, \$211,909 from Allenstown which represents a \$2,900 increase and from Pembroke \$269,703 which represents \$9,600 increase.

Mr. Gamache stated the salaries for employees collectively represent a \$12, 270 increase. He stated full-time employees' salaries were decreased by eliminating scheduled overtime. He stated EMT and AEMT hourly rates will be increased starting in January to normalize pay within the agency and with what other EMS employees make.

Mr. Gamache stated there are other line items that increased as they are related to payroll. He stated there is an increase in uniforms from the 2014 budget. He stated there is an increase in the

training budget so they can provide regular EMS training for their staff on a monthly basis and other training opportunities.

Mr. Gamache stated they have two life monitors which are at the end of their lifespan. He stated after 2015 Physio Control will no longer service them. He stated they have one of the monitors budgeted for replacement next year. He stated the infusion pumps also need to be replaced.

Mr. Gamache stated they have outdated computers which need to be replaced and have security features put in to meet the federal requirements.

Mr. Gryval asked about the billing process and how it is working out with Comstar and if they have seen any differences. Mr. Gamache stated they haven't seen any changes at this point because a lot of the income is held up at the government level and they should see the funds coming through within the next month. He stated they will have to match up the income which is why they were conservative with the revenue numbers for 2015. He stated they do expect an increase in revenues for next year but they don't know what it will be.

The Chair asked about the life insurance decreasing by a dollar. Mr. Gamache stated it is a group life insurance policy and the figure came from Mr. Jodoin.

Close Public Hearing on Social Media Policy

Motion. Mr. Gryval made a motion to accept the Social Media Policy as written. Mr. Tardiff seconded the Motion.

The Chair read a note from Ms. Walker, she does approve of the Social Media Policy.

A Roll Call Vote was taken: Mr. Tardiff – Yes and Mr. Gryval –Yes. The Chair declared the Motion passed.

Final budget discussions of the 2015 Budget proposal

Mr. Mulholland stated they have time to discuss the budget tonight but he doesn't recommend they vote on it tonight. He stated they are going to get the health insurance rates on Thursday. He recommended they vote on the budget at the October 27, 2014 meeting and to allow it to be given to the Budget Committee within the schedule they have. He stated there is an updated working budget which was updated today.

The Chair asked if the budget can still change at this point because of the insurance. Mr. Mulholland stated it can change when they receive the health insurance rates. He stated it is

looking like the rates will be going down a little bit and may help them. The Chair stated right now the proposed 2015 Budget is up .29%. Mr. Mulholland stated they should have rates which are below budget.

The Chair asked Mr. Gryval if he had any questions or areas he would like to see change. Mr. Gryval stated he doesn't have any questions. He stated he would like to see some changes to Patriotic Budget. The Chair stated they need to wait for Ms. Walker to really go over the budget and make a decision on it.

The Chair read some questions and concerns from Ms. Walker regarding the budget. He read one of the concerns was regarding the feeding of the prisoners for the Highway Department and the line item being at \$6,000 being too high. He stated she thinks reducing it down to \$2,000 would be more accurate. The Road Agent stated they average three guys a day at \$8.00 a guy for five days a week which come out to \$6,540.00. The Chair asked what they have spent in the past. Mr. Mulholland stated it is about \$4,000 for this year. There was further discussion of having prisoners and the help they provide.

The Chair stated Ms. Walker also asked about the part-time salaries line and if he is looking to hire various contractors. The Road Agent stated they are looking to hire either a subcontractor or a part-time employee for the plowing in the wintertime. The Chair stated he didn't think they could do. The Road Agent stated they are probably going to have to hire a truck when it snows. Mr. Gryval stated they can't expect someone to be available if they are not paying them to be available however; there are a lot of retired residents who may be willing to do so. The Road Agent stated they are looking at hiring a subcontractor who has their own truck.

Mr. Anderson stated his son works for a company does the same thing the Road Agent wants to do. He explained his son has a regular job and also has an agreement when they call him, he goes to work for them. The Chair stated they need to nail this down this week so they can discuss it further at the next meeting.

Discuss storm water testing results and corrective action plan with Road Agent.

The Road Agent stated they have completed the outflow testing and there were two tested positive for e-coli. He stated one was on Ferry Street with counts in the 400s (410.6) which isn't very high and one on Heritage Dr. counts at 1,500 (1,986.3). The Chair asked what an acceptable level. Mr. Mulholland stated 235 is the maximum level they can have.

The Road Agent stated the Sewer Department has had incidents where they have had spills and the pipes could still be contaminated. He stated the Sewer Department can clean these pipes.

Mr. Mulholland stated they tasked Hoyle and Tanner to map the entire system as well as catchment areas.

The Chair read a question from Ms. Walker regarding the list of recommendations of corrective actions for the MS-4. The Road Agent stated right now it is in the mapping stage and testing of outflow 19. Mr. Mulholland stated they were expecting much worse results than what they had.

Discuss the Community Action Program's request for the Town to apply for a Community Development Block Grant in the amount of \$500,000 for the Senior Center add on to the proposed recreation facility at the Whitten Street Park.

Mr. Mulholland stated they received an official request to apply for the CDBG grant. He stated they have been awarded \$1.2 million for this project. He stated they received notice last week the first CDBG grant was approved by the CFSA in the amount of \$500,000. He stated he is working on an RFP to hire a grant administrator.

The Chair read Ms. Walker's note which stated she approves the CAPs request for the Town of Allenstown to apply for \$500,000 CDBG for the senior center addition which is proposed for the Whitten Street Park.

Mr. Gryval asked if they have time to get the application done since November is only a week away. Mr. Mulholland stated they have all the data they need for the application. He stated they are also looking at an energy efficiency grant.

Joint Meeting with Planning Board

The Mr. Chad Pelissier stated the Planning Board opened their meeting at 6:44pm. Planning Board members present were Larry Anderson, Chad Pelissier, and Jeff Gryval.

Review September Department Head Status Reports

The Chair asked if there were any questions on the status reports. Mr. Gryval stated he already spoke to the Department Heads he had questions on.

The Chair asked The Road Agent if there was anything that needs to be brought to the Select Board's attention. The Road Agent stated they were thinking of doing a project to cut and remove asphalt off of the Mt. Delight Bridge and have it paved. He stated he would like to do the three bid process on the project and they need to expedite the project. He asked if the Select Board would allow him to do the three bid process for the project and stated he expects it to come in around \$4,500.

The Chair asked about the fact that they have a lot of projects going right now and he wants to start another one. The Road Agent stated the project on Granite Street can't be done this year and

he is getting prices together to encumber the River Road project. He stated they would like to get at least one more project completed this year.

The Chair asked why they waited until weeks before the snow and ice to work on this project as they have known this was an issue for a while. The Road Agent stated he thinks they could get it done before the snow and ice. He stated they have been dealing with the bridge for a while.

Mr. Gryval asked the Road Agent why he wants to use the three bid process instead of the RFP process. He stated they won't know what they are getting or what they are paying for unless they go through the RFP process where they spell out the extra measurements and tasks needed to be complete. The Road Agent stated on small projects, no one is going to reply to an RFP because it is more time consuming for the contractors to complete. He stated it comes out cheaper on a bid process than on an RFP.

Mr. Gryval asked how they would know they are getting the quality of asphalt, signage, the compaction, the thickness when they do a bid process. The Road Agent stated when he asks for bids, he tells them exactly what they are there for which is reclaiming, fine grade, packing, and paving and the rest will be done by the Highway Department.

Mr. Gryval stated he is not a fan of not using the RFP process. He stated he thinks the process is a good one but he can see wanting to get the small project done quickly. He stated he thinks this could be an exception. The Chair instructed the Road Agent they can try it and to get the three bids and they will go from there.

Mr. Gryval asked if there was a date in mind they need to have this by. Mr. Mulholland suggested they wait until December. He also stated he has asked what the status is of anticipated surplus and he has not received any responses from department heads. He stated he does not know what if any budget surplus there will be. He suggested they be careful about spending any more money than what they need to. The Chair instructed the Department Heads to get the surplus amounts to the Board for next week.

Discuss BOS schedule for the remainder of the fall and winter

Mr. Gryval stated he thinks the question was whether or not they want to go to a biweekly schedule should the schedule permit. The Chair asked Mr. Mulholland what the budget schedule looks like. Mr. Mulholland stated they will be voting on the budget on October 27th, they have warrant articles tentatively for November 3rd, the Sewer Commission is presenting on November 10th and that should be what is left.

Mr. Gryval stated the Planning Board has several articles coming but they don't involve money. Mr. Mulholland stated there are articles from Highway, Fire, Cemetery, and Zoning.

The Chair suggested starting with Thanksgiving break they could change to the every other week. Mr. Gryval stated his thought was if they have something they need to meet about then they should meet but if they have a light week, then they could meet as the need fits.

The Chair asked Mr. Mulholland about the agenda for the next year. Mr. Mulholland stated he has some things scheduled but they can be easily moved. He stated they can move things if needed. Mr. Gryval stated Ms. Walker's concern was if they changed the schedule, they don't meet until midnight. Mr. Mulholland confirmed the goal will be if they have a couple of small things which can wait, he will move them to the next meeting and schedule a meeting if they need to meet.

Purchase Order for Seamless.gov

Mr. Mulholland stated they can pay it yearly or they can choose to pay it every three years and they will save money by doing so.

Mr. Mulholland explained it replaces Right Signature and will do a number of other things. He stated they can create online reports such as a pothole or downed tree and send it to the preloaded email addresses. He stated it would track data such as how many calls came in, how many types of calls, response times and more. He stated the Health Officer can track complaints.

Mr. Mulholland also stated residents can use it to complete the building application form to add something to their house like a deck. He stated the resident can pay within the form, attach a photograph, draw a diagram and then it sends emails to the building inspector. He stated the resident can look up the status of their application. He stated it also puts it right into Avatar which saves time. He stated this will save staff time to use this product.

The Chair asked if this would work for people who want to take things to the dump and pay for it online. Mr. Mulholland stated it could be used for that purpose.

Chief Pendergast stated they did a webinar with it last week and it seemed to flow fairly easy. He stated he thinks populating the Avatar information will be very helpful.

The Chair asked if there is a limit to what they can do with the price they are paying and could they put all their paper forms on this for people to use. Mr. Mulholland stated the contract does not limit the number of forms they could create. He stated there is a onetime custom fee to link into the Clerk Works program. He stated they are going to do batch downloading into Avatar and BMSI which doesn't cost them anything. He stated they are looking to create an RFP for 2016 for their accounting software, they would have an API which links right into this. He stated they will be saving staff time by doing this. He stated Right Signature limited the number of forms they could use and didn't have APIs whereas Seamless.gov does.

Motion. Mr. Gryval made a motion to enter into the agreement for Seamless Docs in the amount of \$12,900 for the three year period. Mr. Tardiff seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff – Yes and Mr. Gryval –Yes. The Chair declared the Motion passed.

The Chair asked when this would start. Mr. Mulholland stated he has to sign the agreement and then there are three training sessions. Mr. Gryval stated he likes the unlimited training and support because they may need additional training.

The Chair asked how it is the usability for the residents. Mr. Mulholland stated they are form fillable forms and they can easily explain what they are asking for. He stated most of the forms will be created by town hall staff. He stated it will take a while to create the forms.

Town Administrator Report

Status of Cemetery Acquisition/Construction Project. Cemetery Trustees

Mr. Anderson stated they are still working on it and has nothing new for them at this point. He stated he went to a meeting last week regarding military burials. He stated he also has people who will be providing sample by-laws for the cemetery. He stated he still doesn't have any land but he has no money to do anything with the land.

Status of RR bed sewer line issue

Mr. Mulholland stated they received a briefing today. He stated there is an issue with the engineering firm and they are working something out with the Sewer Commission. He stated he expects this will cause a delay with the project.

The Chair stated Ms. Walker asked about the status of the Sewer Commission on October 8th and has the Sewer Department submitted or addressed anything since the meeting. Mr. Mulholland stated they have not submitted or addressed anything.

The Chair asked how they are with their other residents on road. Mr. Mulholland stated Mr. St. Germain had Dig Safe out there last week and is planning on being done by November 15, 2014. The Chair asked about the resident in between properties. Mr. Mulholland stated he has not heard anything.

Status report proposed new Boys & Girls Club/Senior Center facility at the Whitten Street Park.

The Chair stated they already discussed this.

Status report in regards to the MS 4 Storm Water Project/Permit.

Mr. Mulholland stated the Road Agent briefed them on . He stated he is working on the ordinance amendments as well.

Status of Town Hall repairs.

Mr. Mulholland stated the contractor should start work by the first or second week of November.

Status of Emergency Management Exercise October 24th

Mr. Mulholland stated Ms. Walker will be at exercise. He stated he thinks things are moving along well. He stated this will be a more aggressive exercise.

Status of RFPs for payroll service

Mr. Mulholland stated they are due by Wednesday and he thinks they will receive four. The Chair asked if there was a problem with their current provider or if they wanted to just make sure they were getting the best service. Mr. Mulholland stated there are certain levels of service he has concerns about.

Discuss tax rate increase

Mr. Mulholland stated the tax rate will increase by a total of \$2.25 over the previous years for a total of \$33.78. He stated on the town side it is \$1.31, county is \$0.41, school \$0.60 local property tax, and the school state wide property tax is down by \$0.08. He stated on the town side, the taxpayers approved a default budget which represents a \$0.70 increase to the tax rate which is more than the budget recommended by Budget Committee and Select Board.

The Chair asked how much more the average home will be paying. Mr. Mulholland stated if someone has a \$100,000 home, then they would pay \$225 extra.

Mr. Mulholland stated they put \$75,000 in the overlay amount. He stated the revenues are up which they should be because they always estimate conservatively.

Mr. Mulholland stated they where ahead of most towns in submitting the MS-1 because Avatar allowed them to submit it on time and they are at the beginning of the queue.

Ratify the Consent Calendar

Mr. Gryval asked if they wanted to sign as he wasn't sure what was in there. Mr. Mulholland stated the documents were already signed once. The register of deeds was rejected the electronic signatures. The Chair stated the rest of it were all items they signed the other day. Mr. Mulholland stated the Primex agreement was in there as well. He stated the worker's

compensation insurance went up 9.4% and they are proposing a two year agreement. The Chair asked if there was anything they did or should have done increased it. Mr. Mulholland stated their claims are pretty low and it is based on their payroll.

Review and Approve Non-public Minutes

Motion. Mr. Gryval made a motion to accept the non-public meeting minute's session one for September 29, 2014. Mr. Tardiff seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff – Yes and Mr. Gryval –Yes. The Chair declared the Motion passed.

The Chair asked if they could do these electronically. Mr. Mulholland stated he doesn't want to do the non-public minutes electronically.

Highway Department Grant

The Road Agent stated they received a grant from DES for the waste oil. He stated they can apply for up to \$2,400 and they were granted \$2,236.15. He stated they would like to build an oil storage shed will be more compliant with the requirements.

Mr. Mulholland stated the Select Board will accept the grant funds at the next meeting.

Mr. Mulholland stated he had a positive note the Highway Department for their work on taking the lead in creating electronic files. He stated they are one of the departments which is leading the way in creating digital files.

Non-public meeting with Planning Board

Motion. Mr. Gryval made a motion to into non-public under RSA 91-A,II(e) at 7:34pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes and Mr. Gryval –Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to go into non-public, on behalf of the Planning Board, under RSA 91-A,II(e) at 7:34pm. Mr. Pelissier seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Pelissier – Yes; Mr. Gryval –Yes; and Mr. Anderson-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to go back into public session at 8:41pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion on behalf of the Planning Board, to go back into public session at 8:41pm. Mr. Pelissier seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Pelissier – Yes; Mr. Gryval –Yes; and Mr. Anderson-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous set of non-public minutes because it is a legal matter. Ms. Walker seconded the Motion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion, on behalf of the Planning Board, to seal the previous set of non-public minutes because it is a legal matter. Mr. Pelissier seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Pelissier – Yes; Mr. Gryval –Yes; and Mr. Anderson-Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to adjourn the Planning Board meeting. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Pelissier – Yes; Mr. Gryval –Yes; and Mr. Anderson-Yes. The Chair declared the Motion passed.

Motion. Ms. Walker made a motion to adjourn. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Gryval –Yes; and Ms. Walker-Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 8:43pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

October 20th , 2014

Signature Page

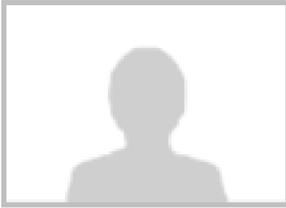
Original Approval:	
	10/27/2014
JASON TARDIFF, Chair	DATE
-	10/28/2014
JEFFREY GRYVAL, Member	DATE
	10/27/2014
KATE WALKER, Member	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate



Document Reference: ULFZWSIND56SYRKYMBZPLP



Kate Walker

Party ID: 9ICR2PISKK47AD5WH6KHIS

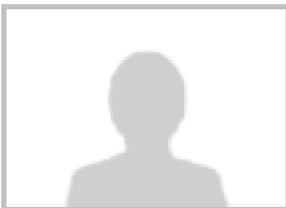
IP Address: 65.175.133.144

VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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Jeffrey Gryval

Party ID: DI7J5IJKMJYN2WE5YG2LPV

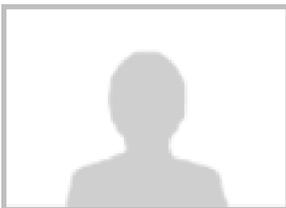
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VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

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Digital Fingerprint Checksum

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Jason Tardiff

Party ID: 5UYJHZJHV2H473XKVUYEV9

IP Address: 64.222.96.214

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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Timestamp

2014-10-28 15:32:43 -0700

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2014-10-27 16:21:21 -0700

2014-10-27 15:48:30 -0700

2014-10-27 08:56:04 -0700

2014-10-27 08:52:54 -0700

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jeffrey Gryval, Jason Tardiff, and Shaun Mulholland.

Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 24.62.155.198

Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 64.222.96.214

Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 173.166.22.209

Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144

Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144



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Document Reference: ULFZWSIND56SYRKYMBZPLP

RightSignature

Easy Online Document Signing

2014-10-27 06:34:30 -0700

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -

64.222.96.214



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